

15 APR 1968

MEMORANDUM FOR: Special Assistant for Non-Staff Personnel/Operational Services

SUBJECT : Improved Statistics on Contract Personnel

1. The Office of Personnel has no objection to the recommendations contained in the draft memorandum for the Deputy Director for Plans, subject as above. In fact, present control circumstances imposed on the Agency dictate that certain types of contract employees should be under an orderly system that lends itself to central Clandestine Services management, control and reporting.

2. You realize, of course, that this undertaking will require early and close cooperation of the Clandestine Services, the Office of Computer Services and the Office of Personnel to insure the establishment and implementation of proper procedures and the extent of coverage and reporting requirements.

3. A cursory review indicates that the recording of information by the Request for Personnel Action, Form 1152, would permit use of current computer programs to a maximum extent and would eliminate time-consuming preparation of new systems and programs.

4. This proposal will result in an increased work load at Headquarters for both the Clandestine Services and the Office of Personnel. Much of this increase can be attributed to [redacted] and the continuing need to adhere to country and overseas ceiling restrictions. Therefore, it is necessary quickly to establish not only the extent of the systems coverage, but the reporting and control requirements in order for both the Clandestine Services and the Office of Personnel to request additional personnel ceiling which may be available as the result of overseas reductions.

5. Once again, close cooperation will be required so that we may realistically time and construct the system.

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[redacted]

Deputy Director of Personnel
for
Plans and Control
Office of Personnel

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